

ASSISTANT AQUATIC MANAGER

Purpose:

Plans, implements, manages, and evaluates activities and services assigned to the Kingsport Aquatic Center (KAC)

Essential Functions:

- Develops, supervises, and promotes diverse aquatic programs, activities, and events for all ages and abilities;
- Supervises, schedules and evaluates instructors, lifeguards, part-time, and seasonal assigned staff. May also supervise and evaluate interns and volunteers;
- Assists with recruitment, hiring, and training of lifeguards and part-time staff; handles employee concerns, directs work assignments, counsels and disciplines employees when necessary, and completes employee performance appraisals;
- Enforces rules, regulations, and ordinances; keeps lifeguards and part-time staff informed of appropriate changes in policies and procedures;
- Coordinates with other staff the planning, organizing, and implementing of shared programs and facilities;
- Performs necessary preparation of aquatic areas and ensures availability of needed equipment and supplies;
- Performs special projects and duties as assigned;
- Performs other related duties as required.

Qualifications:

- Knowledge of the principles, practices, and procedures of the City of Kingsport Government and the operations and functions of the City;
- Knowledge of supervisory, educational, and recreational practices; knowledge of personnel management, finances, and policies and procedures as necessary in the completion of daily responsibilities;
- Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job;
- Knowledge and skill in the use of pool equipment, office equipment, various software programs, and desktop publishing;
- Knowledge of developments, industry standards related to recreation services planning and administration;
- Ability to effectively communicate and interact with management, employees, members of the general public, and all other groups involved in the activities of City government as they relate to KAC;
- Ability to plan and coordinate events involving large groups of people utilizing public relations, and oral and written communication skills;
- Ability to assemble information and make written reports, documents, policies, proposals, and procedures in a concise, clear, and effective manner;
- CPR/First Aid/AED Certification, Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) Certification, Lifeguard Training and Water Safety Instructor Certification required.

Education and Experience:

Bachelor's degree from an accredited college or university with emphasis in recreation, sport management or closely related field and one year work experience in an aquatic environment. Any equivalent combination of education and experience which provides the minimum level of qualifications as stated above. Lifeguard Instructor and Water Safety Instructor Trainer Certification preferred. Must possess a valid driver's license

Submit completed applications with résumé to Human Resources at 225 West Center Street, Kingsport, TN 37660 or via fax 423-224-2474. Hourly rate \$19.29. **Position open until 5:00 pm EST Friday, February 15, 2013.**

Physical Requirements	Amount of time			
	None	Occasionally (Up to 33% of the time)	Frequently (33%-66% of the time)	Constantly (More than 66% of the time)
Standing		X		
Walking (including rough/uneven surfaces)		X		
Sitting		X		
Fingering or manual dexterity		X		
Repetitive finger motion		X		
Lifting or exerting force		X		
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		
Swimming		X		
Reaching and stretching		X		
Climbing and balancing		X		
Squatting and bending		X		
Kneeling and crawling		X		
Speaking				X
Hearing				X
Tasting	X			
Smelling		X		
Seeing (with correction)				X
Close vision				X
Distance vision				X
Color discrimination				X
Peripheral vision				X
Depth perception				X
Focusing ability				X
Work Environment	Amount of time			
	None	Occasionally (Up to 33% of the time)	Frequently (33%-66% of the time)	Constantly (More than 66% of the time)
Outdoor weather conditions		X		
Wet or humid conditions (weather)		X		
Extreme cold (weather)		X		
Extreme heat (weather)		X		
Fumes or air-borne particles		X		
Toxic or caustic chemicals		X		
Blood-borne pathogens		X		
Risk of fire or explosion		X		
Risk of electric shock		X		
Risk of radiation	X			
Risk of drowning		X		
Prolonged exposure to vibration	X			
Loud noise level		X		
Special/Unusual Working Conditions		X		